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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 2 June 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (23 - 27 May 1955)

25X1A 1. GENERAL25X1A a. Shuttle Run to [REDACTED] Warehouse (New Item - Completed)

25X1A On 24 May 1955, 24,222 pounds of general cargo were moved from
25X1A the [REDACTED] Depot to the [REDACTED] Warehouse. On the return
trip, 170 pounds of cargo were delivered to the [REDACTED] Depot for
local delivery.

b. Special Truck Runs (New Item - Completed)

During the week, two non-scheduled truck runs were completed
as follows:

25X1A

2. PROJECTS AND STUDIES IN PROCESS

STATINTL

b. Requests for Vehicle Actions (New Item - Completed)

There were two covert vehicle action requests processed during
this reporting period.

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STATINTL

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	<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Requesting Activity</u>
25X1A	[REDACTED]	4	Modification Kit	Supply
		3	Commo	Commo
25X1A		TOTAL	7	

d. [REDACTED] Flight (New Item - Completed)

25X1A Approximately 1,840 pounds of cargo which arrived on the [REDACTED] Flight on 27 May 1955 at Andrews Air Force Base, were

25X1A delivered to the [REDACTED] Depot by Agency truck for local delivery.

e. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide bus transportation service for two separate groups of Agency personnel. The services included:

25X1A (1) Transportation by Agency bus for eight persons on 23, 24, and 27 May 1955 from the Recreation and Services Building to the [REDACTED] Depot, for the Supply and Services Branch, OTR. The bus left the point of origin at 0830 hours and returned at 1630 hours each day.

25X1A (2) Transportation by Agency bus for fifteen persons on 24 May 1955 from the Administration Building to the [REDACTED] Depot, at the request of the Chief, Logistics Branch, Admin/TSS. The bus left the point of origin at 1430 hours and returned at 1630 hours.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas. Completion of this objective is being delayed pending security clearance of specified officials of the commercial firms involved.

PERCENTAGE COMPLETED: 75%

b. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 100%

c. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 55%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 50%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 50%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 80%

g. Preparation of plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room. Plans have been completed and actual work was started on 27 April and is expected to be completed by the middle of June.

PERCENTAGE COMPLETED: 90%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

25X1A

PERCENTAGE COMPLETED: 50%

OL/TD/DRB:ecb (2 June 1955)

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